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23 OCT 1981

MEMORANDUM FOR: Director of Personnel *liaison*

VIA: Deputy Director for Administration

FROM:
Director of Training and Education

SUBJECT: Memorandum of Oral Agreement

1. The following individuals have been retained under contract to provide instructional services in conjunction with the Senior Officer Development Course. The effective dates of these contracts are 18-20 November and 30 November 1981, respectively, unless sooner terminated by actual notice to Subjects. These fees include travel.

Name and Address	Employer	Security Facility Access Approval	Fee & Source of Earnings on Form 1099
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2. These individuals are to be paid under Fan Account No. 1275-3100 on a fee-per-task basis in the amounts cited above on certification that tasks have been successfully completed. Income taxes are not to be withheld, but Form 1099 is to be issued in conformance with Federal income reporting requirements.

3. No commitments other than those stated above have been made to these individuals.

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